



**FLORIDA  
ATLANTIC  
UNIVERSITY**

## COURSE CHANGE REQUEST Undergraduate Programs

**Department** Civil, Environmental and Geomatics Engineering

**College** College of Engineering and Computer Science

UUPC Approval 1/29/24

UFS Approval \_\_\_\_\_

SCNS Submittal \_\_\_\_\_

Confirmed \_\_\_\_\_

Banner Posted \_\_\_\_\_

Catalog \_\_\_\_\_

**Current Course Prefix and Number** SUR3463L

**Current Course Title**  
Land Subdivision and Platting Lab

*Syllabus must be attached for ANY changes to current course details. See [Template](#). Please consult and list departments that may be affected by the changes; attach documentation.*

**Change title to:**

**Change description to:**

**Change prefix**

**From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**Change course number**

**From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**Change credits\***

**From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**Change grading**

**From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**Change WAC/Gordon Rule status\*\***

Add  Remove

**Change General Education Requirements\*\*\***

Add  Remove

\*See [Definition of a Credit Hour](#).

\*\*WAC/Gordon Rule criteria must be indicated in syllabus and approval attached to this form. See [WAC Guidelines](#).

\*\*\*GE criteria must be indicated in syllabus and approval attached to this form. See [Intellectual Foundations Guidelines](#).

**Change prerequisites/minimum grades to:**  
EGN 1002 and MAC 2311 and CGN 2327 all with minimum grades of "C"

**Change corequisites to:**

**Change registration controls to:**

Please list existing and new pre/corequisites, specify AND or OR and include minimum passing grade (default is D-).

**Effective Term/Year for Changes:** Fall, 2024

**Terminate course? Effective Term/Year for Termination:**

**Faculty Contact/Email/Phone**

**Approved by**

Department Chair \_\_\_\_\_

College Curriculum Chair \_\_\_\_\_

College Dean \_\_\_\_\_

UUPC Chair Korey Sorge

Undergraduate Studies Dean Dan Meeroff

UFS President \_\_\_\_\_

Provost \_\_\_\_\_

**Date**

11/21/23

11/21/2023

11/21/23

1/29/24

1/29/24

Email this form and syllabus to [mjenning@fau.edu](mailto:mjenning@fau.edu) seven business days before the UUPC meeting.

SUR3463L Land Subdivision and Platting Lab (remote instruction), 1 credits - Thursday 8 pm

**Department of Civil, Environmental & Geomatics Engineering Fall  
2024**

**Instructor: Sandra Bowling, P.E.**

**Office Location:**

**Office Hours: Remote/virtual available via Zoom or Teams Phone Number: 407-498-6832**

**Email: [bowlings@fau.edu](mailto:bowlings@fau.edu) Video Conferencing Tool Name: Cisco WebEx/Zoom  
Conferencing/Teams**

**COURSE DESCRIPTION**

Physical elements of planning subdivision layouts, including circulation, water/sewer, drainage, earthwork grading, erosion control, topography and existing land use factors, geometric analysis procedures, plan/profile views of neighborhood infrastructure, zoning restrictions, easements, and setbacks.

COURSE prerequisites

Prerequisites: EGN 1002 and MAC 2311 and CGN 2327 all with minimum grades of "C"

Corequisite: SUR 4463

**COURSE OBJECTIVES**

Upon successful completion of this course, students will demonstrate:

1. Ability to design an appropriate water/sewer/stormwater and road profile for a subdivision (2)
2. Ability to communicate effectively about a subdivision layout to a wide range of audiences (3)
3. Ability to recognize ethical and professional responsibilities in engineering situations and make informed judgments, which must consider the impact of engineering solutions in global, economic, environmental, and societal contexts (4)
4. Ability to function effectively on a team whose members together provide leadership, create a collaborative and inclusive environment, establish goals, plan tasks, and meet objectives related to a term project in subdivision design (5)

**COURSE DELIVERY MODE**

This course is accessible only through FAU's learning management system, Canvas. You must log into Canvas with your FAU ID and Password to access the materials and assignments in this

course. If you do not know your FAU ID or Password, [contact OIT for help](#)[Links to an external site.](#).

The course delivery mode is mostly online class live lecture using synchronous virtual trainings via Cisco WebEx/Zoom Conferencing or Teams on Thursday from 8:00pm to 9:00pm, EST each week. You are expected to participate in online active learning sessions during the synchronous virtual trainings.

Quizzes and exams will be conducted using the Lockdown Browser/Respondus Monitor technology. Please ensure you have capability to connect prior to the exam date.

The course is organized into modules with due dates. Unless otherwise specified, each module begins on Monday at 12:00am, EST, and ends on Sunday at 11:59pm, EST. The course begins with the Start Here module, which will familiarize you with the organization and navigation of the course. You will open a new learning module to access the assigned reading materials, presentations, and other relevant materials for each subsequent module.

### **TIME COMMITMENT PER CREDIT HOUR**

This course has 2 credit hours. For traditionally delivered courses, not less than one (1) hour of classroom or direct faculty instruction each week for fifteen (15) weeks per Fall or Spring semester, and a minimum of two (2) hours of out-of-class student work for each credit hour. Equivalent time and effort are required for Summer Semesters, which usually have a shortened timeframe. Fully Online courses, hybrid, shortened, intensive format courses, and other non-traditional modes of delivery will demonstrate equivalent time and effort.

### **TEXTS & MATERIALS**

Texts (homeworks and reading assignments will come from the following):

- Handouts provided by instructor

Strongly Recommended Texts/Materials

- Colley, B.C., Practical Manual of Land Development.
- Bloetscher, F., & Meeroff, D. (2015). Practical concepts for capstone design engineering. J Ross Publ. ISBN: 9781604271140

### **MINIMUM TECHNOLOGY & COMPUTER REQUIREMENTS**

Hardware & Software Requirements

Hardware

- Dependable computer with Windows 10 or macOS Sierra (or higher) [Specifications \(Links to an external site.\)](#)
- Computer speakers
- Headset with microphone
- Webcam
- A backup option should be available to minimize the loss of work. This can be an external hard drive, a USB drive, cloud storage, or your folder on the FAU servers

## Software

- Autodesk Civil 3D
- [Microsoft 365 Suite \(Links to an external site.\)](#)
- Reliable web browser (recommended [Chrome \(Links to an external site.\)](#) or [Firefox \(Links to an external site.\)](#))
- Canvas mobile app: Download instructions for [iOS device \(Links to an external site.\)](#) or [Android device \(Links to an external site.\)](#)
- [Adobe Reader \(Links to an external site.\)](#)
- [Adobe Flash Player \(Links to an external site.\)](#)
- Once logged in to Canvas make sure your Internet browser is compatible.
- Other software may be required for specific learning modules. If so, the necessary links to download and install will be provided within the applicable module.

## Internet Connection

- Recommended: Broadband Internet connection with a speed of 4 Mbps or higher.
- To function properly, Canvas requires a high-speed Internet connection (cable modem, DSL, satellite broadband, T1, etc.). The minimum Internet connection speed to access Canvas is a consistent 1.5 Mbps (megabits per second) or higher.
- [Check your Internet speed here. \(Links to an external site.\)](#)

## Minimum Technical Skills Requirements

The general and course-specific technical skills you must have to succeed in the course include but are not limited to:

- Accessing Internet.
- Using Canvas (including taking tests, attaching documents, etc.).
- Using email with attachments.
- Creating and submitting files in commonly used word processing program formats such as Microsoft Office Tools.
- Copying and pasting functions.
- Downloading and installing software.

- Using presentation, graphics, and other programs.
- Using spreadsheets to manage data and create graphs.
- Posting and commenting in an online discussion.
- Searching the FAU library and websites.

## Technical Support

In the online environment, technical issues are always possible (e.g., lost connection, hardware or software failure). Many of these can be resolved relatively quickly, but if you wait until the last minute before due dates, the chances of these glitches affecting your success are greatly increased. Please plan appropriately. If a problem occurs, it is essential you take immediate action to document the issue so your instructor can verify and take appropriate action to resolve the problem. Most issues in Canvas can be resolved by clicking on the “Help” tab located on the menu bar.

When a problem occurs, click “Help” to:

- Report a Problem
- Live Chat with Canvas Support
- Search Canvas Guides

## Additional Technical Support

1. Contact the eLearning Success Advisor for assistance: (561) 297-3590
2. If you can, make a Print Screen of the monitor when the problem occurs. Save the Print Screen as a .jpg file. If you are unfamiliar with creating a Print Screen file, see [Print Screen instructions. \(Links to an external site.\)](#)
3. Complete a [Help Desk ticketLinks to an external site.](#). Make sure you complete the form entirely and give a full description of your problem so the Help Desk staff will have the pertinent information in order to assist you properly. This includes:
  1. Select “Canvas (Student)” for the Ticket Type.
  2. Input the Course ID.
  3. In the Summary/Additional Details section, include your operating system, Internet browser, and Internet service provider (ISP).
  4. Attach the Print Screen file, if available.
4. Send a message within Canvas and email to your instructor to notify him/her of the problem. Include all pertinent information of the incident (2b-d above).
5. If you do not have access to Canvas, send an email to your instructor with all pertinent information of the incident (2b-d above).
6. If you do not have access to a computer, call your instructor with all pertinent information of the incident. If he/she is not available, make sure you leave a detailed message.

7. If you do not hear back from the Help Desk or your instructor within a timely manner (48 hours), it is your responsibility to follow up with the appropriate person until you obtain a resolution.

## Course Assessments, Assignments & Grading Policy

### Grading Criteria

#### **Homework (10%)**

Homework is based on the readings, lectures, homework, Civil 3D and class discussions. Once the homework has been assigned, you will have 1 week to complete the assignment.

#### **Design Project (50%)**

The course requires participation in a team design project that involves collaborating with other students to produce a final product. This assignment offers you the opportunity to practice virtual collaboration skills that are applicable to the 21<sup>st</sup> Century global workforce. Though group work is often challenging, it is a reality in nearly every employment setting. Learning to be a supportive team member, resolve conflicts, and discover your role preferences within group projects is an important part of the skills you will develop through your FAU education.

The project is scaffolded in progress report milestone deliverables. The interim deliverables are scored using a rubric, and a jury of professionals is invited to give feedback. The final report document is due near the end of the semester. The final report is assessed using a rubric.

#### **Midterm (20%) and Final Exam (20%)**

There is a midterm and final exam based on readings, lectures, homework, and class discussions. Answers will be evaluated based on content in terms of accuracy of information and ability to analyze the issues. Exams will be taken online in the Canvas Learning Management System using Lockdown Browser/Respondus Monitor. Tests will be timed. No make-up exams are given.

The instructor will calculate your grade based on the following weighted distribution:

<b>Assessment</b>	<b>Percentage (%)</b>
Labs	70
Midterm and Final	30
<b>TOTAL:</b>	<b>100%</b>

### Late Assignments Policy



Late work is not acceptable. Failing to submit an assignment will result in a zero (0) for the missing assignment. Participation in University-approved activities or religious observances, with prior notice, will not be penalized.

#### Make-up Policy for Tests

Exams will be given only at the scheduled times and places unless previous arrangements have been made no less than one (1) full week in advance. No one is exempt from exams.

Makeups are given only if there is solid evidence of a medical or otherwise serious emergency that prevented the student of participating in the exam. Makeup exams will be administered and proctored by department personnel unless there are other preapproved arrangements.

*Note:* The minimum grade required to pass the course is “C.”

#### Incomplete Grade Policy

Incomplete grades are against the policy of the Department. Unless there is solid evidence of medical or otherwise serious emergency situation, incomplete grades will not be given. The University policy states that a student who is passing a course but has not completed all work due to exceptional circumstances, may, with consent of the instructor, temporarily receive a grade of incomplete (“I”). The assignment of the “I” grade is at the discretion of the instructor but is allowed only if the student is passing the course.

#### Grounds for Dismissal and/or Invalidation of Exam Results

- Having an unauthorized device with copying, recording, or communication capabilities in your possession during the exam. These include but are not limited to cell phones, cameras, pagers, PDAs, radios, headsets, tape players, MP3 players, calculator watches, electronic dictionaries, electronic translators, and transmitting devices.
- Copying from another examinee’s answer sheet
- Colluding with others during the test window
- Accessing any unauthorized materials during the exam
- Leaving the exam area without authorization

### **COURSE POLICIES**

#### Code of Academic Integrity Policy Statement

Students at Florida Atlantic University should endeavor to maintain the highest ethical standards. Academic dishonesty is a serious breach of these ethical standards because it interferes with the University mission to provide a high-quality education in which no student enjoys an unfair advantage over any other. Academic dishonesty is also destructive to the university community, which is grounded in a system of mutual trust and places high value on

personal integrity and individual responsibility. Harsh penalties are associated with academic dishonesty. For more information, see [University Regulation 4.001Links to an external site.](#)

### Plagiarism

[PlagiarismLinks to an external site.](#) is unacceptable in the University community. Academic work must be an original work of your own thought, research, or self-expression. When students borrow ideas, wording, or organization from another source, they must acknowledge that fact in an appropriate manner. Plagiarism is the deliberate use and appropriation of another's work without identifying the source and trying to pass off such work as one's own. Any student who fails to give full credit for ideas or materials taken from another has plagiarized. This includes all discussion board posts, journal entries, wikis, and other written and oral presentation assignments. If in doubt, cite your source.

### Online Attendance Policy

Since the course is online, you should access the course **at least three times per week** to ensure you do not miss pertinent postings, messages, or announcements. It is imperative that you meet course deadlines and stay active in discussion boards, group projects, etc. If you are experiencing major illness, absences due to University duties, or other large-scale issues, contact the instructor immediately to formulate a resolution.

### Special Course Requirements

The goal of integrating writing in this course is to improve students' ability to produce professional quality engineering reports. Contact the University Center for Excellence in Writing at 561-297-3498 or [www.fau.edu/UCEW](http://www.fau.edu/UCEW) for assistance.

If you need help finding appropriate research or background information for reports, try the libguide: [http://libguides.fau.edu/basic\\_engineering-boca](http://libguides.fau.edu/basic_engineering-boca)

Report all technical problems in Canvas to the IRM helpdesk (<http://www.fau.edu/helpdesk>)

### Netiquette

Due to the casual communication common in the online environment, students are sometimes tempted to relax their grammar, spelling, and/or professionalism. Please remember that you are adult students and professionals—your communication should be appropriate. For more in-depth information, please see the [FAU statement on netiquetteLinks to an external site.](#)

### Disruptive Behavior Policy Statement

Disruptive behavior is defined in the FAU Student Code of Conduct as "... activities which interfere with the educational mission within classroom." Students who disrupt the educational experiences of other students and/or the instructor's course objectives in a face-to-face or online course are subject to disciplinary action. Such behavior impedes students' ability to learn



or an instructor's ability to teach. Disruptive behavior may include but is not limited to non-approved use of electronic devices (including cellular telephones); cursing or shouting at others in such a way as to be disruptive; or other violations of an instructor's expectations for classroom conduct. For more information, please see the [FAU Office of Student ConductLinks to an external site.](#)

## **COMMUNICATION POLICY**

### Expectations for Students

Remember you are an adult—your communication with the professor and your classmates should be appropriate.

### Announcements

You are responsible for reading all announcements posted by the instructor. Check the course announcements each time you log in.

### Email/Video Conferencing

You are responsible for reading all your course email and responding in a timely manner.

### Course-Related Questions

Post course-related questions to the FAQ discussion board. This is the preferred method of communication for course-related issues. This allows other participants with the same question to benefit from the responses. Also, make sure you review this forum prior to posting a question. Someone may have already asked and answered the question in previous posts. Such posts should be used to communicate public matters.

### Instructor's Plan for Classroom Response Time & Feedback

### Course-Related Questions/Email/Video Conferencing Policy

Except for weekends and holidays, the instructor will typically respond to email (Canvas inbox or FAU email) within 48 hours. You should ask course-related questions in the FAQ discussion board. Personal or confidential matters should be sent via email directly to the professor.

### Assignment Feedback Policy

The instructor will typically provide feedback on submitted assignments within one week of the submission date. Some assignments may require a longer review period, which the instructor will communicate to you.

## **Electronic Communication Policy**

In addition to the University's policy, please consider the following:

- Privacy, confidentiality, and security in all electronic communications.
- All electronic communication resources must be used for the course and in alignment with to the University mission.
- Prohibited use of false identity, false identity pseudonyms, or anonymous (sender's name or electronic identification is hidden).
- Access without consent.
- Disruption of services including introducing computer contaminants (viruses).
- Harassment of any kind.

Please see the Office of Information Technology's policies on [Cyber Security AwarenessLinks to an external site.](#)

## **SUPPORT SERVICES & ONLINE RESOURCES**

- [Center for eLearning and Student SuccessLinks to an external site.](#)
- [Counseling and Psychological Service \(CAPS\)Links to an external site.](#)
- [FAU LibrariesLinks to an external site.](#)
- [Freshmen Academic Advising ServicesLinks to an external site.](#)
- [Math Learning CenterLinks to an external site.](#)
- [Office of Information Technology HelpdeskLinks to an external site.](#)
- [Office of International Programs and Study AbroadLinks to an external site.](#)
- [Office of Undergraduate Research and InquiryLinks to an external site.](#)
- [Student Accessibility ServicesLinks to an external site.](#)
- [University Center for Excellence in WritingLinks to an external site.](#)

## **COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS) CENTER Statement**

Life as a university student can be challenging mentally, emotionally, and physically. Students who find stress negatively affecting their ability to achieve academic or personal goals may wish to consider utilizing FAU's Counseling and Psychological Services (CAPS) Center. CAPS provides FAU students a range of services to help improve and maintain well-being. For CAPS services, students need to be currently enrolled, have paid the health fee, be physically located in Florida when services are provided, have phone or videoconferencing capabilities, and have access to a safe/private location for sessions. For those outside of Florida, CAPS will assist students in getting connected to services/providers in your area for ongoing support. For more information, go to <http://www.fau.edu/counseling/Links to an external site.> or call 561-297-3540.

## **UNIVERSITY-APPROVED ATTENDANCE POLICY**

Students are expected to attend all of their scheduled University classes and to satisfy all academic objectives as outlined by the instructor. The effect of absences upon grades is

determined by the instructor, and the University reserves the right to deal at any time with individual cases of non-attendance. Students are responsible for arranging to make up work missed because of legitimate class absence, such as illness, family emergencies, military obligation, court-imposed legal obligations or participation in University-approved activities. Examples of University-approved reasons for absences include participating on an athletic or scholastic team, musical and theatrical performances and debate activities. It is the student's responsibility to give the instructor notice prior to any anticipated absences and within a reasonable amount of time after an unanticipated absence, ordinarily by the next scheduled class meeting. Instructors must allow each student who is absent for a University-approved reason the opportunity to make up work missed without any reduction in the student's final course grade as a direct result of such absence.

## FACULTY RIGHTS & Responsibilities

Florida Atlantic University respects the rights of instructors to teach and students to learn. Maintenance of these rights requires classroom conditions that do not impede their exercise.

### **To ensure these rights, faculty members have the prerogative to:**

- Establish and implement academic standards.
- Establish and enforce reasonable behavior standards in each class.
- Recommend disciplinary action for students whose behavior may be judged as disruptive under the *Student Code of Conduct*.

## Selected University & College Policies

### Accessibility Policy Statement

In compliance with the Americans with Disabilities Act (ADA), students who require special accommodations to properly execute coursework due to a disability, must register with Student Accessibility Services (SAS) located in the Boca Raton, Davie, and Jupiter campuses and follow all SAS procedures. For additional information, please consult [Student Accessibility Services](#)  
[Links to an external site.](#)

### Contact

- **Boca Raton:** (561) 297-3880 / Fax: (561) 297-2184, TTY: 711
- **Davie:** (954) 236-1222 / Fax: (954) 236-1123, TTY: 711
- **Jupiter:** (561) 799-8721 / Fax: (561) 799-8721, TTY: 711

## Grade Appeal Process

You may request a review of the final course grade when you believe that one of the following conditions apply:

- There was a computational or recording error in the grading.
- The grading process used non-academic criteria.
- There was a gross violation of the instructor's own grading system.

[Chapter 4 of the University RegulationsLinks to an external site.](#) contains information on the grade appeals process.

#### Religious Accommodation Policy Statement

In accordance with rules of the Florida Board of Education and Florida law, students have the right to reasonable accommodations from the University to observe religious practices and beliefs regarding admissions, registration, class attendance, and the scheduling of examinations and work assignments. For further information, please see [Academic Policies and RegulationsLinks to an external site.](#)

#### University-Approved Absence Policy Statement

In accordance with rules of the Florida Atlantic University, students have the right to reasonable accommodations to participate in University approved activities, including athletic or scholastics teams, musical and theatrical performances, and debate activities. It is your responsibility to notify the instructor at least one week prior to missing any course assignment.

#### Drops/Withdrawals

For any issues that arise in the class that might result in a student electing to withdraw or stop attending, it is imperative that the student contact the instructor beforehand to discuss the consequences of that decision on timely graduation.

If after this consultation, the decision to withdraw is made, you are responsible for completing the process of dropping or withdrawing from a course. Please click on the following link for more information on dropping and/or withdrawing from a course. Please consult the [FAU Registrar OfficeLinks to an external site.](#) for more information.